

**CITY OF STUART
JOB DESCRIPTION**

Title: ON CALL PROGRAM SPECIALIST
Department: Community Services
Job Code: 5014
Grade: H07
Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS:

Under the supervision of the Community Services Program Supervisor, incumbent performs education and instructional programs and activities in the area of their profession, trade or specialty. Assist in planning, organizing and facilitating events and programs.

REQUIREMENTS:

A. Training and Experience:

Certificates and/or Degrees that express a higher level of experience in Specialized field.

B. Knowledge, Abilities and Skills:

Knowledge of city regulations, policies and procedures.

Ability to appropriately maintain confidentiality.

Ability to use conflict resolution strategies.

Ability to work independently and in a team environment.

Ability to communicate effectively in working with the general public and program participants

C. Physical and Environmental Requirements:

Task involves frequent walking; standing; reaching; stooping; bending; some lifting and carrying objects of moderate weight (20 pounds); and/or the operation of keyboard, or office equipment in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires sound perception and discrimination.

Task requires texture perception and discrimination

Community Services Program Specialist - continued

Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee